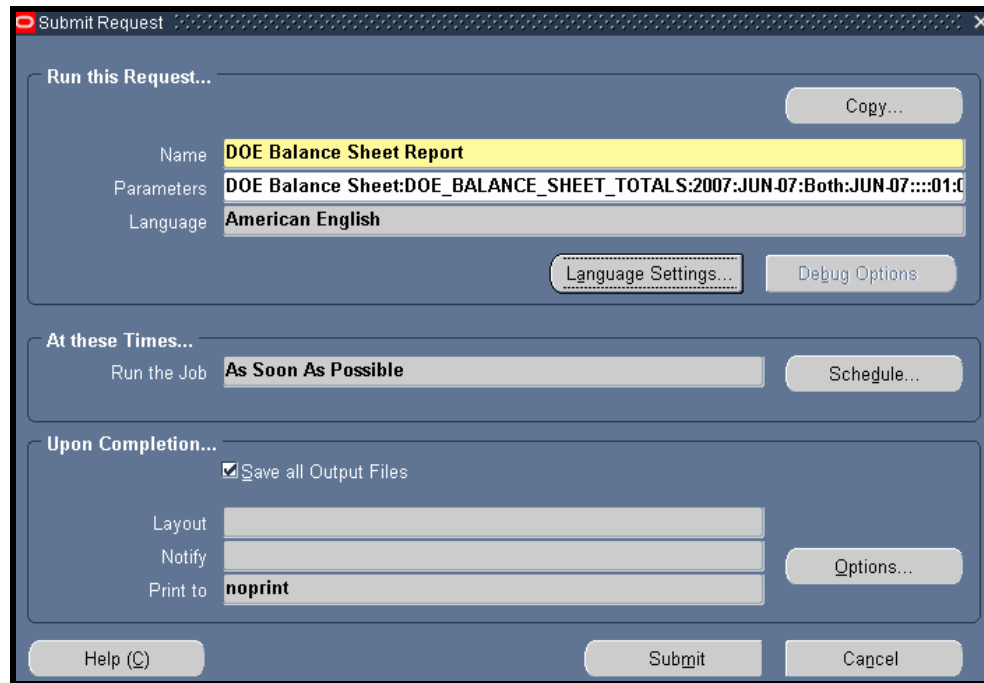


Scheduling STARS Reports

When running a large reports or lots of reports we ask that you schedule them to run between 11 P.M. and 5 A.M (except on Friday's when regular maintenance is performed). To schedule the Request Standard or Other reports use the steps below.

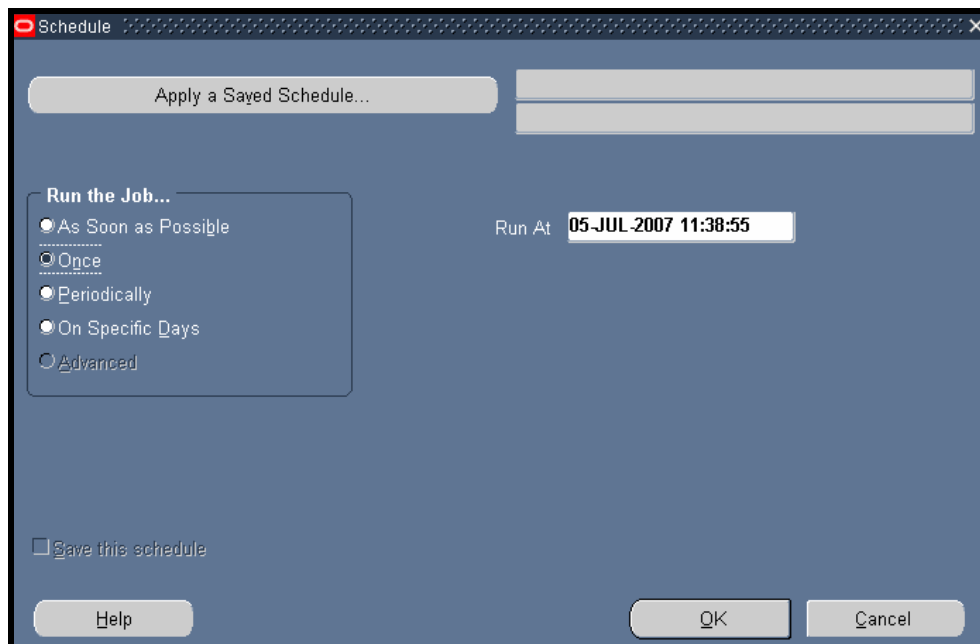
1. Click Schedule on the Submit Request screen.



The 'Submit Request' dialog box is shown with the following fields and buttons:

- Run this Request...**
 - Name: **DOE Balance Sheet Report**
 - Parameters: **DOE Balance Sheet:DOE_BALANCE_SHEET_TOTALS:2007:JUN-07:Both:JUN-07:::01:0**
 - Language: **American English**
 - Buttons: **Copy...**, **Language Settings...**, **Debug Options**
- At these Times...**
 - Run the Job: **As Soon As Possible**
 - Button: **Schedule...**
- Upon Completion...**
 - ☒ **Save all Output Files**
 - Layout: [Empty field]
 - Notify: [Empty field]
 - Print to: **noprint**
 - Button: **Options...**
- Buttons at the bottom: **Help (Q)**, **Submit**, **Cancel**

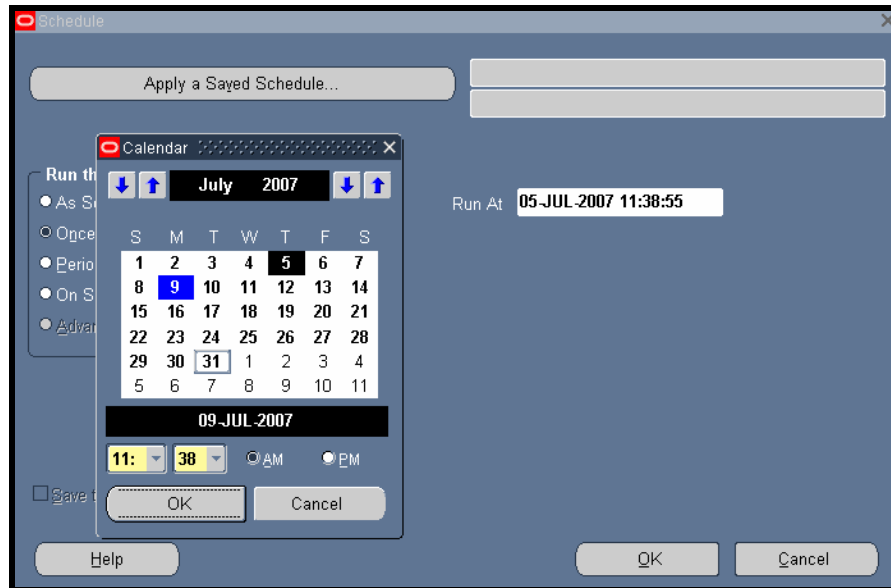
2. Ensure that the "Once" radio button is selected on the Schedule screen.



The 'Schedule' dialog box is shown with the following fields and buttons:

- Button: **Apply a Saved Schedule...**
- Run the Job...**
 - ☒ **As Soon as Possible**
 - ☐ **Once**
 - ☐ **Periodically**
 - ☐ **On Specific Days**
 - ☐ **Advanced**
- Run At: **05-JUL-2007 11:38:55**
- ☐ **Save this schedule**
- Buttons at the bottom: **Help**, **OK**, **Cancel**

3. Click inside the Run At field to get the ellipsis (...) button which brings up the calendar.



4. Select the date and time you desire. Ensure that the proper "AM or PM" radio button is selected.
5. Click OK twice to return to the Request screen.
6. Click Submit.